

Student Handbook

2016



Welcome to South East Learning College and congratulations on your decision to return to further study. Our College provides a state education for students from 15 years to adult. All programs are QCAA approved. Our courses are delivered in a condensed framework and we have new enrolments and classes starting each term.

We wish you every success as you pursue your goals in 2016. The College will provide you with every support to assist in the improvement of your educational standard. This handbook is intended to help you. It provides information that you need, not only on enrolment, but also at various times during the year. The calendar, in particular, should be referred to frequently. It keeps you informed of important dates throughout the academic year. Study the handbook carefully, and then keep it for future reference.

STUDENT RESPONSIBILITIES

1. **Students are expected to** - behave in a responsible and mature manner.
2. **Students are expected to** - treat each individual with understanding, courtesy and respect.
3. **100% attendance is required to pass.** Late arrival early departures are considered as part of absenteeism. If you are required to leave early, parent's permission is required.
4. **Students are expected to** - care for college equipment, property and maintain cleanliness in the classrooms and surrounds.
5. **Students are expected to** - dress in a manner that will reflect positively on self and the College. Minimum dress standard for an adult learning institution: shirt (not singlet), shorts, footwear. "If you can look up it; look through it or down it" your clothing is NOT appropriate.
6. **Students are NOT to** - consume or be under the influence of alcoholic beverages or drugs.
7. **There is NO smoking** on college grounds including the front entrance, car park areas or near any building.
8. **All mobile phones must be turned OFF** or on silent during classes.

Transportation

Eagleby Campus: Car parking is available in the parking bays on Herses Road in front of the College. Parking is not permitted within the main gate.

Varsity Campus: There is limited street parking around the College. Due to surrounding businesses, please allow additional time to find parking and adhere to signs and no parking zones. Parking is not permitted within the main gate.

BUS

Eagleby Campus: Translink bus Service operates a bus service on route 563 from Beenleigh and Logan Hyperdome and has a bus stop at the front of this College.

Varsity Campus:

Stationary List

Exercise Books (1 per subject)
Pens and pencils
Ruler
Glue Stick
Eraser
Highlighter pens (any colour)

Medical & Wellness

The South East Region Learning College is an adult learning institution which negotiates with the student directly, regardless of the age of the student. The College provides a counselling service, which addresses the “care and concern” needs of the student. If you suffer a medical condition that may require urgent attention, please provide details at the time of your enrolment.

Cost

Course fees provide access to textbooks and resources, at the completion of the course it is expected that all textbooks and resources are returned.

Mature Age students will be required to pay an additional \$200 and a \$26.20 fee for a mature age check.

PROGRAM DATES

Term	1	25th Jan – 24th Mar	9 weeks
	2	11th Apr – 24th June	11 weeks
	3	11th Jul – 16th Sept	10 weeks
	4	4th Oct – 9th Dec	10 weeks
Public Holidays	Tuesday	26th January	Australia Day
	Friday	25th March	Good Friday
	Monday	28th March	Easter Monday
	Monday	25th April	Anzac Day
	Monday	2nd May	Labour Day
	Monday	8th August	Show Holiday
	Monday	3rd October	Queen’s Birthday



Eagleby
Phone: (07) 3382 9222

Varsity
Phone: 0467 749 853



Email:
info@eaglebylc.eq.edu.au



Web:
www.eaglebylc.eq.edu.au

College - Timetable

Day	Time	Subject	Room	Teacher
Monday	8.15am – 11.15am			
	11.45am – 2.15pm			
	2.30pm – 5.15pm			
	5.30pm – 7.30pm			
Tuesday	8.15am – 11.15am			
	11.45am – 2.15pm			
	2.30pm – 5.15pm			
	5.30pm – 7.30pm			
Wednesday	8.15am – 11.15am			
	11.45am – 2.15pm			
	2.30pm – 5.15pm			
	5.30pm – 7.30pm			
Thursday	8.15am – 11.15am			
	11.45am – 2.15pm			
	2.30pm – 5.15pm			
	5.30pm – 7.30pm			
Friday	8.15am – 11.15am			